



## Guideline Submission Checklist

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This document is a checklist for developers to use as a guide for gathering the information required for submission of guidelines to NGC.

All submissions must include the following information:

<input type="checkbox"/>	Developing/Submitting Organization(s) Identifying Information <ul style="list-style-type: none"> <li>• Developer organization name</li> <li>• Contact name(s)</li> <li>• Contact title(s)</li> <li>• Full address(es)</li> <li>• Telephone number(s)</li> <li>• E-mail address(es)</li> </ul>
<input type="checkbox"/>	A listing of the titles being submitted for consideration.
<input type="checkbox"/>	Electronic copies of each guideline submitted along with copies of supporting guideline documentation (e.g., systematic review, evidence report, technology assessment). Electronic copies or the URL(s) where they can be accessed.
<input type="checkbox"/>	Completed NGC Copyright Agreement Form (if applicable). <i>Note:</i> For guidelines in the public domain, no copyright permission is required.

All of the criteria below must be met for a clinical practice guideline to be included in NGC:

Guideline developers should be able to demonstrate the following for new and updated guidelines:

<input type="checkbox"/>	The clinical practice guideline contains systematically developed statements including recommendations intended to optimize patient care and assist physicians and/or other health care practitioners and patients to make decisions about appropriate health care for specific clinical circumstances.				
<input type="checkbox"/>	The clinical practice guideline was produced under the auspices of a medical specialty association(s); relevant professional society(ies), public or private organization(s), government agency(ies) at the Federal, State, or local level; or health care organization(s) or plan(s). A clinical guideline developed and issued by an individual(s) not officially sponsored or supported by one of the above types of organizations does not meet the inclusion criteria for NGC.				
<input type="checkbox"/>	The clinical practice guideline is based on a systematic review of evidence as demonstrated by documentation of each of the following features in the clinical practice guideline or its supporting documents. <table border="1" data-bbox="167 2004 1484 2157"> <tr> <td><input type="checkbox"/></td> <td>An explicit statement that the clinical practice guideline was based on a systematic review</td> </tr> <tr> <td><input type="checkbox"/></td> <td>A description of the search strategy that includes:</td> </tr> </table>	<input type="checkbox"/>	An explicit statement that the clinical practice guideline was based on a systematic review	<input type="checkbox"/>	A description of the search strategy that includes:
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<input type="checkbox"/>	A description of the search strategy that includes:				

	<input type="checkbox"/> A listing of database(s) searched						
	<input type="checkbox"/> A summary of search terms used						
	<input type="checkbox"/> The specific time period covered by the literature search including the beginning date (month/year) and end date (month/year)						
	<input type="checkbox"/> The date(s) when the literature search was done						
<input type="checkbox"/> A description of the study selection that includes:	<table border="1"> <tr> <td><input type="checkbox"/></td> <td>The number of studies identified</td> </tr> <tr> <td><input type="checkbox"/></td> <td>The number of studies included</td> </tr> <tr> <td><input type="checkbox"/></td> <td>A summary of inclusion and exclusion criteria</td> </tr> </table>	<input type="checkbox"/>	The number of studies identified	<input type="checkbox"/>	The number of studies included	<input type="checkbox"/>	A summary of inclusion and exclusion criteria
<input type="checkbox"/>	The number of studies identified						
<input type="checkbox"/>	The number of studies included						
<input type="checkbox"/>	A summary of inclusion and exclusion criteria						
<input type="checkbox"/> A synthesis of evidence from the selected studies (e.g., a detailed description or evidence tables)							
<input type="checkbox"/> A summary of the evidence synthesis included in the guideline that relates the evidence to the recommendations (e.g., a descriptive summary or summary tables)							
<input type="checkbox"/> The clinical practice guideline and/or its supporting documents must contain an assessment of the benefits and harms of recommended care and alternative care options.							
<input type="checkbox"/> The full text guideline is available in English to the public upon request (for free, or for a fee).							
<input type="checkbox"/> The guideline is current and the most recent version.							
<input type="checkbox"/> The guideline was developed, reviewed, or revised within the last five years as evidenced by the systematic review or detailed description of the methodology.							